



Human Resources

UPDATED AUGUST 9, 2005

DATE POSTED: **July 29, 2005**

REQ. # 05-176U

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 - 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **07-29-2005** TO **08-04-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT - MPO
POSITION AVAILABLE
EXECUTIVE ASSISTANT
OF OPENINGS
1
STARTING SALARY
\$29,865.06 / year
COMMENTS
Driving Position This is a tentative new position for budget year 05/06. Contingent upon final Board approval.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 577
PAY GRADE 16
SALARY: \$29,865.06 - \$45,911.63
FISCAL COORDINATOR - EXECUTIVE ASSISTANT

MAJOR FUNCTION: This is advance level technical work in specialized accounting work in compiling, maintaining and verifying diverse statistical, fiscal and bookkeeping records and accounts related to grants, public agency operating and capital budgets.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Though knowledge of accounting and expenditure control systems. Requires a good working knowledge of County budget and purchasing policies and procedures. Also requires a good working knowledge of computer spreadsheet and word processing programs, as applied to the accounting system.

Abilities: Able to communicate and establish effective working relationships with co-workers, departmental staff, superiors and general public, both verbally and in writing. Ability to interpret and comply with complex grant procedural and regulatory requirements. Ability to maintain accurate accounts and to plan, organize and prepare complex analysis, reports and financial documents in a timely manner. Ability to establish effective and informative reporting formats of standard accounts. Ability to exercise independent judgment in solving most problems that arise with limited supervisor input. Must be familiar with PC computers with experience in Corel Spreadsheet and Word Processing programs.

ESSENTIAL JOB FUNCTION: Sets up and maintains financial and budgetary accounts relating to the administration of grants, agency operating and capital budgets; enters data related to financial and budget accounts; obtains data and prepares reports on budget and financial matters as assigned; processes transactions related to financial and budgetary accounts; assists in preparation, review and implementation of grant, agency operating and capital budgets. Performs complex bookkeeping and accounting functions with some supervision and instruction. Conducts pre-audit review of the records by examining, verifying and reviewing accounts, invoices, bills, purchase orders and work orders. Assures each item covered in the pre-audit is properly coded for payment for various accounts and budget line items. Prepares requisitions, purchase orders and invoices for payment, opens confidential budget mail, verifies amounts due vendors, rectifies receipts with invoices, assures proper payment amount is due and is paid in a timely manner. Maintains cash receipts, petty cash and statements. Responsible to post revenues as well as receivable in the correct budget account code for future reporting. Must keep accounts, including control and subsidiary ledgers that cover varied financial transactions. Must keep account of work order labor reports. Responsible for the preparations of the budgets and produces budget reports, analysis and evaluation of deviations from budget line expenditures. Prepares and maintains capital project status reports. Attends meetings with other departments and justifies all records and ledgers entries for accuracy. Performs other related work as required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Must be able to sit for extended periods. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside and air conditioned office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Must have a high school diploma with some post high school advanced course in modern accounting practices supplemented by courses in typing and computers.

EXPERIENCE: Four (4) years of progressive and responsible experience in the accounting and financial field with at least one (1) year of which must be maintaining a double entry accounting system is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must also possess a valid Florida driver's license.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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